

**EMPLOYMENT OPPORTUNITY
PUBLIC HEALTH ASSOCIATE III
(FULL-TIME UNCLASSIFIED/FULL BENEFITS)
\$19.17- \$26.03 per hour**

The Bureau of Public Health is accepting resumes for the position of Program Assistant/Special Projects Associate with the City of Long Beach Department of Health and Human Services (DHHS). This is a full-time unclassified position.

Duties:

The Program Assistant/Special Projects Associate will be responsible for assisting with the coordination and evaluation of Miller Family Health Education Center (MFHEC) programs and events, resource development for the Bureau of Public Health including intensive grant research and writing, and other duties as necessary to assist the MFHEC Coordinator with facility operations. Under the direction of the Family Health Education Center Coordinator, duties of the position will include:

- Resource development, funding research, and grant writing for Bureau of Public Health programs including health education and health promotion programs.
- Working with DHHS program staff, community-based agencies, City departments and other local groups to identify health education needs in Long Beach and to develop a network of speakers and trainers to implement forums and classes at the FHEC.
- Developing and implementing health education trainings and courses at the MFHEC, including presentations and satellite and video teleconferences.
- Scheduling events at the MFHEC, maintaining the master calendar, and invoicing agencies for use of the facility.
- Promoting the facility through the development of a calendar of public events at the MFHEC, and disseminating the information to the community.
- Evaluating room usage and satisfaction with the MFHEC facilities, and maintenance of a database of the collected information.
- Assisting with the development of MFHEC website content and upkeep.
- Providing technical assistance to groups utilizing the audio-visual equipment at the FHEC, including the built-in LCD projector, wireless computer lab, language interpretation equipment and video teleconferencing technology.
- Maintaining the public health resource library and obtaining additional materials to expand the collection.
- Working closely with the MFHEC coordinator on facility management issues and troubleshooting.
- Perform other duties as assigned.

Requirements to Apply:

Qualified applicants will have experience in health education program planning, implementation and evaluation. Strong research and writing skills are required, in addition to grant writing experience. Applicant must have a working knowledge of audio/visual equipment and computer hardware and software. An applicant possessing a Bachelor's Degree in Public Health, Health Sciences or a related field is preferred, but not required. Candidates without degrees, but having relevant work experience and skills above are encouraged to apply. Availability to work some evening and weekend hours is required.

Send or fax resume with cover letter to:

City of Long Beach Department of Health and Human Services, Bureau of Public Health
Attn: Laurie Gruschka
3820 Cherry Avenue
Long Beach, CA 90807
Fax: (562) 570-8124

Deadline to apply: Open until filled.